

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, JUNE 5, 2013**

1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

The Sauk Centre City Council met in a Regular Meeting on Wednesday, June 5, 2013 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members Keith Johnson, Warren Stone, Mike Olson, Dave Thomas and Mayor Kirckof. Also present were City Administrator Vicki Willer, City Planner Sarah Morton, Police Chief Bryon Friedrichs and Administrative Assistant Nicki Vogt. Mayor Kirckof presided thereat.

2. APPROVAL OF AGENDA

A motion was made by Council Member Thomas and was seconded by Council Member Stone to approve the agenda with changes. A vote being recorded as follows: For: Council Members Thomas, Stone, Olson, Johnson and Mayor Kirckof. Against: None. The motion passed.

3. APPROVAL OF MINUTES

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve the May 15, 2013 Regular Meeting Minutes as follows: For: Council Members Stone, Thomas, Johnson, Olson and Mayor Kirckof. Against: None. The motion passed.

4. PUBLIC OPEN FORUM (Comments Limited to 3 Minutes)

Ron & Judy Schneider – 725 Sinclair Lewis Avenue. Mr. and Mrs. Schneider stated that they want to operate an antique store out of the property located on 725 Sinclair Lewis Avenue. They presented the Council with a petition with 12 signatures that state they are okay with an antique shop. They feel that traffic is not a concern. There will not be outside displays, other than signs. They will not be open on Sundays. They feel that due to its history as a hospital, this would be a good use for the property. See 7a.

Mike Hoeschen – 221 Maple Street. Mr. Hoeschen stated that he talked to many of his neighbors who are against the zoning map amendment, especially since it will increase traffic in the residential area.

Tim Austin – 231 Maple. Mr. Austin stated that all of the neighbors close to 725 Sinclair Lewis Avenue are against the property due to traffic concern and re-zoning concerns.

Alice Karakas – 206 Maple. Mrs. Karakas stated that the property owner of 725 Sinclair Lewis Avenue does not have a good reputation in regards to the upkeep of his properties. She asked that if rezoned, will all vacant lots be allowed to be purchased and re-zoned as well?

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

a. The Park Board met on June 4, 2013 and discussed the following:

- Received reservation report from the Campground Attendants
- Approved after Labor Day rate
- Approved 3 day minimum rental rate for 4th of Memorial Day, 4th of July and Labor Day
- Received Splash Pad update
- Discussed internet providers
- Discussed 2013 projects
- Discussed the Council's commitment to parks

7. ACTION ITEMS

a. See 4 above.

Ralph Dehler is the owner of property located at 725 Sinclair Lewis Avenue. The property is currently zoned R-1 (Residential One and Two Family). Mr. Dehler, represented by Ron Schneider, has requested to rezone the property to RC (Residential Commercial). Rezoning to Residential Commercial would allow Mr. Dehler to operate a retail establishment. The current proposal is to operate an antique store, however rezoning of the parcel would then allow any use currently allowed in the RC zoning district.

The Planning Commission held a Public Hearing on May 14, 2013 with a recommendation to deny the application based on the finding that the property in question does not meet the minimum lot width and area requirements for the proposed zoning district.

Mr. Schneider has since contacted the City stating that he disagrees with the Planning Commission and is requesting that the City Council approve the rezoning. He has also stated that he feels he did not have the opportunity to explain or rebut what was said at the meeting and would like that opportunity in front of the Council.

Council Member Stone introduced Resolution No. 2013-35, Resolution Denying Request for Zoning Map Amendment. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Olson and Mayor Kirckof. Against: None. The motion passed.

b. James Jauss has requested the approval of a Lot Split to create a residential building site. The property is located on North Main Street and is currently part of a larger parcel (Outlot C, Oakridge Heights).

Council Member Johnson introduced Resolution No. 2013-36, Resolution Approving a Minor Subdivision (Lot Split) for James and Shari Jauss. The motion was seconded by Council member Olson. A vote being recorded as follows: For: Council Members Johnson, Olson, Stone, Thomas and Mayor Kirckof. Against: None. The motion passed.

- c. The Council was presented with a Memorandum of Understanding (MOU) with Teamsters Local 320. The purpose of this MOU is to create a SHIFT EMPLOYEE category in the Public Works Department.

The reasoning behind the creation of a SHIFT EMPLOYEE is that this person could be scheduled to work in the Arena on the weekends as part of his regular work week. Hours worked at the arena on weekends would not be paid at the overtime rate unless it exceeds 8 hours in the work day or 40 hours for the work week. Currently, all weekend hours for all PW union employees are paid at the overtime rate whether or not the 40 hour threshold has been met.

By creating a schedule where weekend hours are part of the forty hour work week, the cost of labor for the Arena will be reduced.

Fiscal Impact: Current dollars spent on Overtime (exclusive of the base pay) at the Arena for weekend hours is approximately \$2,200 per year.

A motion was made by Council Member Olson and was seconded by Council Member Stone to approve the Memorandum of Understanding with Teamsters Local 320 creating a shift employee in the Public Works Union. A vote being recorded as follows: For: Council Members Olson, Stone, Thomas, Johnson and Mayor Kirckof. Against: None. The motion passed.

- d. Andrew Rousslange began working as a Part Time Seasonal Employee with the Public Works Dept on December 21, 2004. He has returned as a seasonal employee each year and on March 21, 2012 was appointed as a Part Time (30 hours per week) Year Round Employee at Step One of the Union scale.

It is recommended that Andrew now be appointed as a Regular Full Time SHIFT Employee effective immediately.

Andrew will advance to Step Two of the Union Scale upon completion of 2080 regular hours worked since his March 21, 2012 appointment, which will become his new payroll adjustment date for the purpose of the Payroll Step System.

Fiscal Impact: Fiscal Impact to the City would be \$9,744 in base pay on an annual basis which would be utilized in all Public Works Departments.

A motion was made by Council Member Stone and was seconded by Council Member Thomas to appoint Andrew Rousslange as a Shift Employee with the Sauk Centre Public Works Department, effective June 7, 2013. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Olson and Mayor Kirckof. Against: None. The motion passed.

- e. With the recent purchase of the 2012 Freightliner Plow Truck and the 2002 Ford F350 with Dump Box and Plow, the vehicles they are replacing can now be put up for sale. In addition, it is requested that the 1989 Chevy Cheyenne also be sold. The proceeds from the sale of the vehicles are recommended to be allocated toward a replacement for the Cheyenne after the first \$1,500, which is the amount used toward the 2002 F350.

It is requested that the vehicles be sold through the online bidding process through MinnBid with an advertisement in the local paper. The

1981 Ford F700 (Chipper Truck) (Replaced by 1994 Plow Truck)
1984 Ford F350 with Dump Body (Replaced by 2002 F350)
1989 Chevy Cheyenne 1500 (To be replaced by proceeds from sale).

Council Member Thomas introduced Resolution No. 2013-37, Declaring Property As Excess and Authorizing Advertisement for Sale. The motion was seconded by Council Member Olson. A vote being recorded as follows: For: Council Members Thomas, Olson, Johnson, Stone and Mayor Kirckof. Against: None. The motion passed.

- f. As the City starts winding down the 2012/2013 Capital Improvement Project there are a few items for the Council consideration:
 1. Replacement of Cobra Head Street lights with residential standards to be installed in boulevards. (5 were removed for construction). Cobra Head lights have gone into inventory for re-use as replacements in Commercial areas.
 2. Move Sidewalk on Oak Street Circle (East side) to property line to allow for a boulevard. Sidewalk against curb dated back to when the school was located there. This was discussed at Plan Review when street was narrowed.
 3. Reduce width of sidewalk on 5th Street from Main to Oak Street Cr. to standard width to allow for a boulevard and relocate handicap parking stall to Main Street. Wide sidewalk against curb dated back to when the school was located there.

The reasons behind installation of boulevard is snow storage, water absorption, residential street lighting installation, aesthetics, safety, cost savings (sidewalk would be 5 foot standard vs. 8 to 10 foot previously in place on Oak and 5th).

It was the general consent of the Council to proceed.

8. UNFINISHED BUSINESS

- a. City Engineer Yapp reported on Phase 1 and Phase 2 of the Storm Water Project.

9. NEW BUSINESS

- a. In 2012, July 4 fell on Wednesday and the City Council did not schedule an alternate meeting date resulting in one meeting in July.

In 2013, July 4 falls on Thursday. It is suggested that the Council considering cancelling that meeting and having one meeting in July of 2013 as well.

It was the general consent of the Council to cancel the 1st meeting in July, 2013.

- b. The City has been working toward cleaning up homes that have been neglected as far as the structure itself and the property. Several homes have been identified that need corrective action as they are vacant, have broken windows etc. and appear to be hazardous.
 - 1. Tom Mayer, at the City's Attorney, has advised the City of the process involved to take enforcement to the next level under the Hazardous and Substandard Building Act (MN Statute 463.17.) He will present to the entire Council at a future meeting to include the process, the timelines and the projected cost.

At that time the City Council could pass a Resolution ordering that steps be taken to take corrective action or abate which could ultimately entail demolition.

- 2. In the interim, the City should consider immediate action to secure any structures deemed hazardous which could include homes with open holes, broken windows, missing doors, etc.

The Council should direct the Chief of Police to inspect each property and advise the City Council if any of these conditions exist. If so, the City Council at the next meeting can pass a Resolution Ordering that notice to given to the property owner to secure the property within ten days or the City will do so.

Homes identified include:

- 625 Getty Street
- 1034 Getty Street
- 518 Elm St. S.
- 331 Maple St.
- 200 Ash St. N
- 332 Birch St. N
- 524 Hickman Drive
- 200 2nd St. S.
- 926 Sinclair Lewis Ave.

It was the general consent of the Council that the City proceed in working with the City Attorney and to direct Police Chief Bryon Friedrichs to inspect identified homes for hazardous condition.

10. CONSENT AGENDA

The Council to consider the following Consent Agenda Items:

- a. Schedule of Claims - Unpaid Claims \$168,715.85

Paid Claims	<u>\$1,392.37</u>
Total	<u>\$170,108.22</u>

- b. Resolution No. 2013-38 Accepting Contributions. Contributions totaled \$211.08 from the Men’s Card Playing Group to be used for the Senior Center.
- c. Request from Melanie Roering, dba: M & M Corner Bar for a Temporary Extension of Premise Permit for a Dance in back parking lot on June 29, 2013.
- d. Request from the downtown bars for a Temporary Extension of Premise Permit and road closure for a Sinclair Lewis Days Street Dance on July 20, 2013. The road closure request is a one block area from Main Street (Stoplights) to Oak Street. The bars plan to close the road at 5:00 P.M. for set-up and re-open at 2:00 A.M. following clean-up. The fenced area will be from the east side of the Red Carpet across to Main Street Drug and at the intersection of Oak Street.

The Street Dance/Road Closure Permit Application will be sent to Jodi Teich at the County after Council approval.

A motion was made by Council Member Johnson and was seconded by Council Member Olson to approve the Consent Agenda as presented. A vote being recorded as follows: For: Council Members Johnson, Olson, Stone, Thomas and Mayor Kirckof. Against: None. The motion passed.

11. INFORMATIONAL ITEMS

None.

12. ADJOURNMENT

A motion was made by Council Member Olson and was seconded by Council Member Thomas to adjourn the meeting. A vote being recorded as follows: For: Council Members Olson, Thomas, Johnson, Stone and Mayor Kirckof. Against: None. The motion passed.

With no further business to come before the Council, Mayor Kirckof adjourned the meeting at 7:45 p.m.

Respectfully submitted,

Mayor Brad Kirckof

City Administrator Vicki Willer